

# UNITED STATES DISTRICT COURT - DISTRICT OF COLUMBIA



**JOB OPPORTUNITY NUMBER: #04-00**

**POSITION: Court Reporter**

**LOCATION: Washington, DC**

**Opening Date: October**

**Closing Date:**

**Open until filled**

**CLASSIFICATION LEVEL/SALARY RANGE:** \$64, 667 - \$77,601 Depending upon Qualifications (plus transcript fees)

**POSITION OVERVIEW:** The Court Reporter performs court reporting services for all judicial proceedings as required.

**QUALIFICATIONS:** The position requires the ability to record verbatim testimony of court proceedings, to read back any or all portions of the court record, to work well under pressure, and to produce transcripts within required time limitations. Realtime proficiency is required. Applicants must be U.S. citizens or eligible to work in the United States.

**BENEFITS:** Benefits include 13-26 days of annual leave, 13 days of sick leave, paid holidays, a retirement plan with tax deferred contribution option which includes an employer match, pre-tax programs (health, dependent care and transportation) and various insurance plans to include health, life, disability and long-term care.

If you meet the stated qualifications and share the Court's commitment to excellent customer service, submit cover letter with resume that includes salary history, a copy of required certificate and three (3) employment references to:

United States District Court, DC  
Human Resources, Room 1820  
333 Constitution Avenue, NW  
Washington, DC 20001

e:mailed: dcd\_humanresources@dcd.uscourts.gov

fax to: (202) 354-3528

Candidates selected for interview must travel at their own expense. Relocation expenses will not be reimbursed. Due to the volume of applications received, only those candidates selected for interview will be contacted. Candidates for employment are subject to a criminal background, credit and employment and reference check

The position is subject to mandatory electronic direct deposit of salary payment.

United States District Court for the District of Columbia is an at-will Employer.

Equal Employment Opportunity Employer.